

FY2019 CMHC

Department Periodic Reports

Department Periodic Report (DPR)

- Department Periodic Reports are due periodically throughout the fiscal year to report how funds/services disclosed at Plan & Budget have been utilized
- DPR information and forms can be accessed at <http://dbhdid.ky.gov/cmhc/dpr.aspx>
- DPR Submissions use the same web-based access through the Central Login system that was used in submitting Plan & Budget
- Reports due throughout the fiscal year are available through your Regional Reports, accessible through the Central Login system

DPR information including instructions and forms can be accessed at <http://dbhdid.ky.gov/cmhc/dpr.aspx>

Ky.gov An Official Website of the Commonwealth of Kentucky

GOVERNOR
MATT BEVIN

Search Choose one for

KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

CHFS Home | Agencies/Departments | Forms and Documents
Community Mental Health Centers


Kentucky
UNBROKEN SPIRIT

DBHDID Home Page

**24-Hour
Crisis Numbers**

Community Mental Health
Center Crisis Lines

Suicide Prevention Hotline

**Report Suspected Abuse,
Neglect and Exploitation**

Adult Abuse

Child Abuse

Programs and Services

Behavioral Health

Developmental and
Intellectual Disabilities

Program Integrity

**Community Mental Health
Centers**

Community Mental Health Centers

Department Periodic Reports Information – FY 2018

General Information

- CMHC Data Implementation Guide (includes Data Dictionary)
- Department Periodic Reports Processing Instructions
- FAQ
- Fidelity Measurement Tools
- Forms Library
- Outcome Information System Requirements
- Performance Indicator Implementation Guide
- Sliding Fee Scale
- Vision, Mission, and Values Statement

Instructions and Objectives

Developmental and Intellectual Disabilities

Instructions

- 140A-DID Financial Implementation Report Instructions
- DDID Crisis Service Definitions

Contact Information

275 E. Main Street 4CD
Frankfort, KY 40621
Phone: (502) 564-4527
Fax: (502) 564-5478

[Contact Us](#)

Related Links

[Calendar of Events](#)

[Provider Directory](#)

[Center Locations](#)

[Contact Info by County](#)

[Contract Reference Documents](#)

[Data Reports](#)

[Data Set Information](#)

[Plan and Budget 2018](#)

[Quality Management and Outcomes Team](#)

[KRS Chapter 210](#)

DPR Submission Summary

To upload your DPR, you will need to go into the Central Login at <https://dbhdid.ky.gov/Login/Secure/Login.aspx>.

Once you are logged in, click on the “DPR Submission-Region #” role, which will take you directly to the Department Periodic Reports File Submission page. You will select the Division, Form, Due Date (if necessary), Program (if necessary), and Service (if necessary), using the drop down boxes, then click "Browse" to select the file you want to submit from your computer. Once the appropriate file is selected, click the "Submit" button. Repeat these steps for all of your DPR submissions.

DPR Submission Process

DBHID Central Login

This page is for authorized users only. You must have JavaScript and cookies enabled in your browser to use the Central Login application.

Note that you are allowed five unsuccessful attempts to log in, then your account will be locked and must be unlocked by an administrator. If you have tried to log three times unsuccessfully, you should recover your password before trying again.

On your first visit, you must click the "Recover Password" link on the left navigation bar and recover your assigned password before attempting to log in.

If you wish to change your password, you must first log in.

The Central Login application requires that you change your password every 90 days. Notices on the Access Page will tell you when your password is set to expire, or that it has expired, so that you can reset it.

Also, after you recover your password, you will be required to change it before you can access your Central Login roles or applications.

Log In

Username:

Password:

CMHC employee will access the Central Login at <https://dbhdid.ky.gov/Login/Secure/Login.aspx> using assigned username and password.

Once you are logged in, go to your DPR Submission-Region # role and click to access.

Role(s)
Department Administrator
Department Reports
DPR Approval - AFM
DPR Submission - Region 01
DPR Submission - Region 06
Reports and Upload -Region 06

DPR Submission Process

continued.....

Department Periodic Reports File Submission

[Access Page](#)

[Log out](#)

Please select division, form, program, service, browser to the file you are going to submit and click Submit.

When a form is selected, a dropdown list with due date information will appear for most of the forms with multiple due dates. There is no dropdown list if a form only has one due dates, such as 013, 014, 015, 016, 175.

User: Maria Browning

Region: 06

Select Division: Behavioral Health Services *

Select Form: 101-Project Budget and Financial Report * Q1

Select Service: Early Childhood Mental Health *

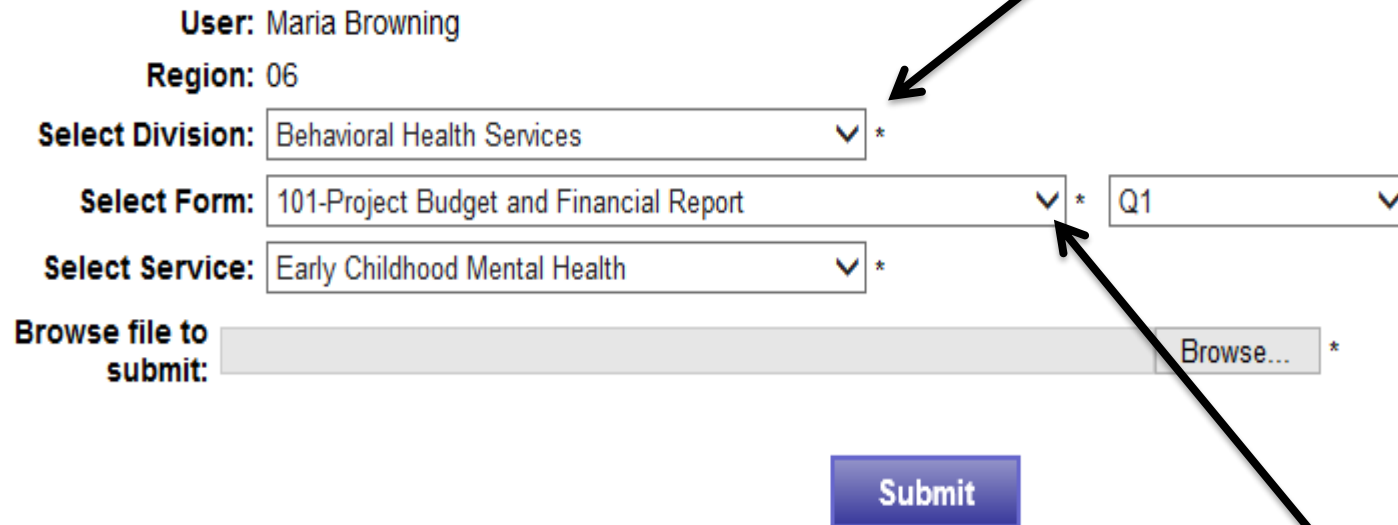
Browse file to submit: Browse... *

Submit

The Department Periodic Reports File Submission page opens up. Please verify that you are in this environment when you submit your DPR.

DPR Submission Process continued.....

Select the division for which the DPR is located



The screenshot shows a web form for DPR submission. At the top, it displays 'User: Maria Browning' and 'Region: 06'. Below these are three dropdown menus: 'Select Division:' with 'Behavioral Health Services' selected, 'Select Form:' with '101-Project Budget and Financial Report' selected, and 'Select Service:' with 'Early Childhood Mental Health' selected. To the right of the 'Select Form' dropdown is another dropdown menu with 'Q1' selected. Below these is a 'Browse file to submit:' label followed by a text input field and a 'Browse...' button. At the bottom center is a blue 'Submit' button. Two black arrows are present: one pointing from the top right towards the 'Select Division' dropdown, and another pointing from the bottom right towards the 'Select Form' dropdown.

User: Maria Browning
Region: 06
Select Division: Behavioral Health Services *
Select Form: 101-Project Budget and Financial Report * Q1
Select Service: Early Childhood Mental Health *
Browse file to submit: Browse... *
Submit

Select the report you want to submit from the drop down menu

DPR Submission Process continued....

Using the drop down boxes you will select the Division, Form, Due Date (if necessary), Program (if necessary) and Service (if necessary). You will then click "Browse" and select the file you want to submit. Once your file is selected, you can click the "Submit" button. These steps can be repeated for all of your DPR submissions.

A feature includes a selection of due date format. If a form has multiple due dates, a Due Date dropdown list will appear. Options include Q1 (equivalent to 10/31/18), Q2 (equivalent to 1/31/19), Q3 (equivalent to 4/30/19), Q4 (equivalent to 7/31/19), semi-annual Jan (equivalent to 1/31/19) and semi-annual July (equivalent to 7/31/19) for most forms. A form will not have a due date option if only a single due date exists for that form.

***Form 012 will have monthly options depending on the month the data is due (i.e. data is for the month of August and due September so I would select September from the drop down menu). This is different than last year's process for this form. ***

DPR Submission Process continued.....

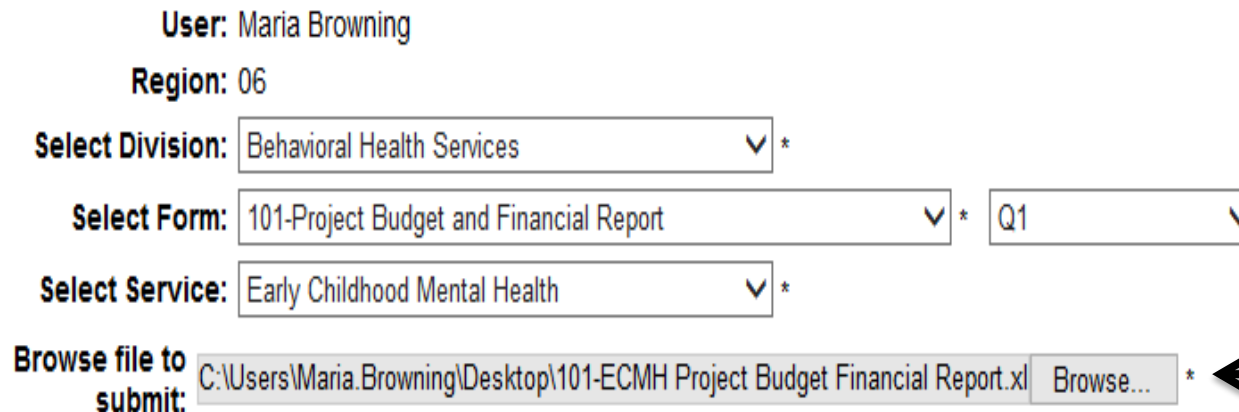
User: Maria Browning
Region: 06
Select Division: Behavioral Health Services *
Select Form: 101-Project Budget and Financial Report * Q1 *
Select Service: Early Childhood Mental Health *
Browse file to submit: C:\Users\Maria.Browning\Desktop\101-ECMH Project Budget Financial Report.xls Browse... *
Submit

Note: It may be necessary to select the submission timeframe for which the form applies

It may be necessary to select a program and/or service for which the report is for from each drop down menu

DPR Submission Process continued.....

Click Browse to find the appropriate file you want
to select for submission



User: Maria Browning
Region: 06
Select Division: Behavioral Health Services *
Select Form: 101-Project Budget and Financial Report * Q1
Select Service: Early Childhood Mental Health *
Browse file to submit: C:\Users\Maria.Browning\Desktop\101-ECMH Project Budget Financial Report.xl Browse... *
Submit

The screenshot shows a web form for DPR submission. It includes fields for User, Region, Select Division, Select Form, and Select Service. Below these is a file selection field with a 'Browse...' button. A black arrow points from the text 'Click Browse to find the appropriate file you want to select for submission' to the 'Browse...' button. Another black arrow points from the text 'Once the appropriate file is selected, click the submit button' to the 'Submit' button.

Once the appropriate file is selected, click the submit button

Revised/Modified DPR Submissions

Any revision/modification to a DPR after an initial DPR submission has been completed, can now be resubmitted through the system **if submitted on a different day than the most recent submission**. The new system attaches the submission date onto the document title and prevents over-write of the previous submission and original submission date. Maria and Jennifer can still manually upload revised submissions to the appropriate folder, if needed, for same day revisions.

CMHC Reports Due

DBHDD Central Login

This page is for authorized users only. You must have JavaScript and cookies enabled in your browser to use the Central Login application.

Note that you are allowed five unsuccessful attempts to log in, then your account will be locked and must be unlocked by an administrator. If you have tried to log three times unsuccessfully, you should recover your password before trying again.

On your first visit, you must click the "Recover Password" link on the left navigation bar and recover your assigned password before attempting to log in.

If you wish to change your password, you must first log in.

The Central Login application requires that you change your password every 90 days. Notices on the Access Page will tell you when your password is set to expire, or that it has expired, so that you can reset it.

Also, after you recover your password, you will be required to change it before you can access your Central Login roles or applications.

Log In

Username:

Password:

CMHC employee will access the Central Login at <https://dbhddid.ky.gov/Login/Secure/Login.aspx> using assigned username and password.

Once you are logged in, go to your Reports and Upload-Region # role and click to access.

Role(s)
Department Administrator
Department Reports
DPR Approval - AFM
DPR Submission - Region 01
DPR Submission - Region 06
Reports and Upload -Region 06

Logged in as: mbrowning

Log Out

Access Page

(DDQ) Desktop Data Query System

- [\(S-MART\) Standard - Monitoring, Analysis & Reporting Tool](#)

View Reports

To view a report, select its name from a dropdown list below.

If you are using Internet Explorer 10 or newer, you must use Compatibility View

CMHC Contract Compliance Reports

Choose a report

Block Grants and Other Performance Indicators

Choose a report

CSU/BPRS Reports

Choose a report

Reports

Department Periodic Reports, 2018 Master List

Reports (all regions)

Choose a report

Multnomah/MCAS Reports

Choose a report

Download Reports

To download a report, select its name from a dropdown list below, then click the Download button.

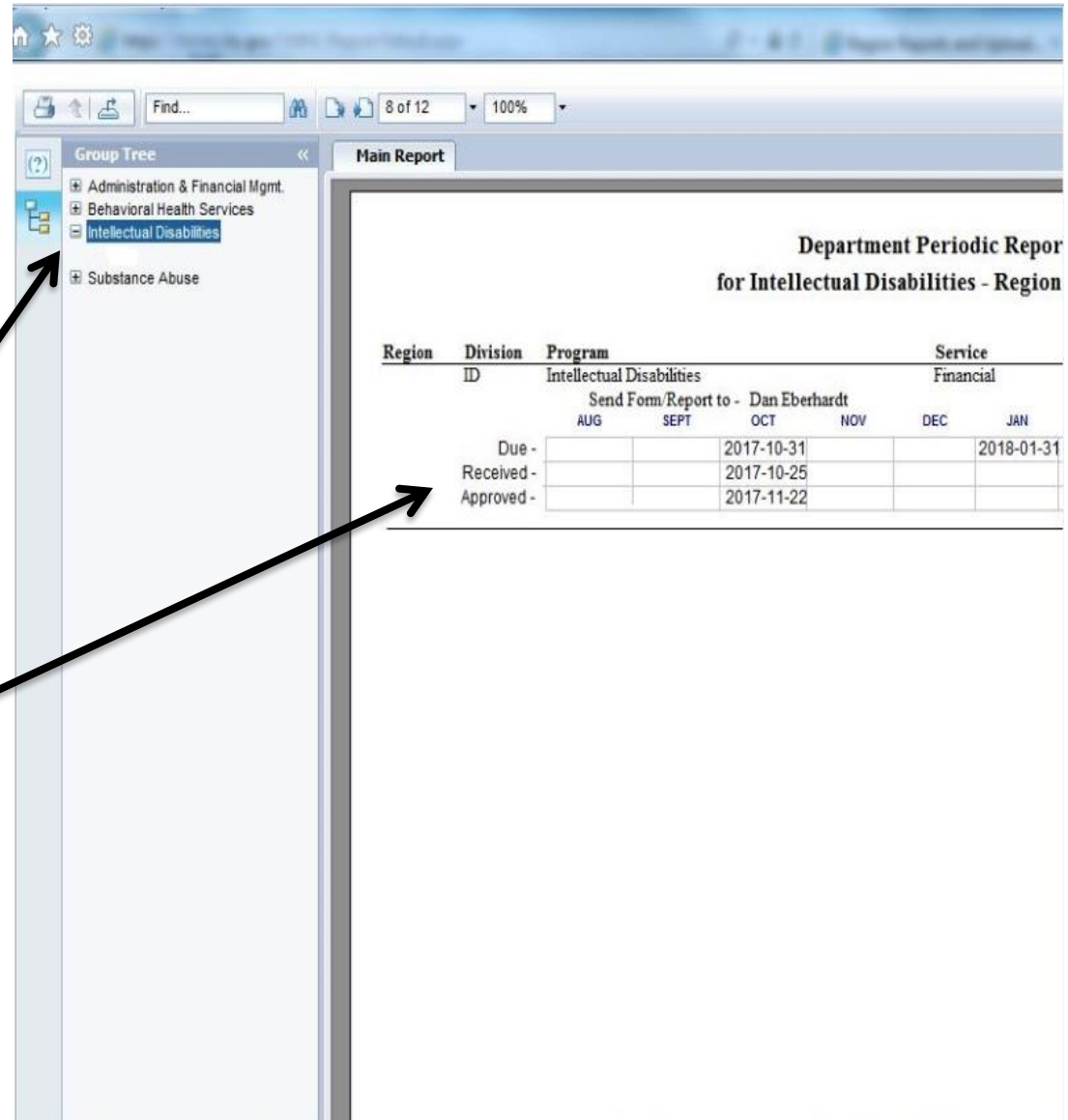
CMHC Reports Due continued.....

Select the Department Periodic Reports, 2019 Master List from the Drop down menu (or the fiscal year for the reports you wish to view)



CMHC Reports Due continued.....

The list opens up and you can view which reports are due from which division areas, if they've been received and/or approved



Group Tree

- Administration & Financial Mgmt.
- Behavioral Health Services
- Intellectual Disabilities
- Substance Abuse

Main Report

Department Periodic Report for Intellectual Disabilities - Region

Region	Division	Program	Service
ID	Intellectual Disabilities	Financial	
Send Form/Report to - Dan Eberhardt			
	AUG	SEPT	OCT
Due -			2017-10-31
Received -			2017-10-25
Approved -			2017-11-22

Contacts

If you need additional assistance during the DPR submission process, please contact us at BHDID:

Maria Browning	Jennifer Moore
Maria.Browning@ky.gov	JenniferC.Moore@ky.gov
(502) 782-6112	(502) 782-6117